

Catawba County Government Policy on Unpaid Internships

Purpose:

Catawba County strives to connect with the public by giving talented and diverse students opportunities to see the inner workings and day-to-day functions of the County, contribute to the County's growing and continuous improvement, and develop useful skills and meaningful experiences for individual career development.

Catawba County utilizes both paid and unpaid internships. This policy addresses unpaid internships. Paid interns are considered employees and are not covered in this policy.

Definition:

Per the Department of Labor and under the Fair Labor Standards Act, an internship relationship is present if all of the following six criteria are met:

- 1) The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
- 2) The internship experience is for the benefit of the intern.
- 3) The intern does not displace regular employees, but works under close supervision of existing staff.
- 4) The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
- 5) The intern is not entitled to a job at the conclusion of the internship.
- 6) The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Policy:

Internships can be arranged with individual departments and/or through the Human Resources Department. Most internships will be arranged with pre-determined secondary education, college, or university institutions. Departments will work directly with educational institutions to complete and maintain internship agreements and forms. When a department establishes educational contracts with universities and colleges for student interns, the requirements of this Internship Policy will be incorporated in the contracts. All interns will be assigned a supervisor.

Should an internship request come from an individual not affiliated with an educational institution, the department should contact the Human Resources Department to ensure that the internship meets the definition as defined previously in this policy. At a minimum, the Human Resources Department will need to know the reason for the internship request, activities in which the intern will be engaged, and the length of time of the internship.

The following background checks will be completed for all post high school graduate interns, with satisfactory results provided before the internship begins:

- 1) Sex Offender Registry Check
- 2) Criminal Background Check
- 3) Drug Screening

Should a department require further background checks, the Human Resources Department will conduct those upon request. The department utilizing the intern will be responsible for completing and submitting the necessary release forms (see attached) to the Human Resources Department to complete the checks.

For high school interns, the educational institution with which the student is affiliated is responsible for pre-internship screenings to ensure appropriate placement occurs.

As a general rule, interns will be discouraged from driving County vehicles. If an intern will be driving a County vehicle or driving as a regular part of the internship, a driver's license check must be completed, with satisfactory results provided, before beginning the internship. Departments are responsible for notifying the Human Resources Department to complete a driver's license check. Any intern who will drive a County vehicle must undergo the County's defensive driving training program before doing so. In addition, interns who drive their personal vehicles for County business must maintain North Carolina statutory auto insurance limits.

Catawba County does not provide interns with any benefits. This includes workers' compensation, medical and accident insurance and any type of paid leave.

Interns who have access to confidential information must sign a confidentiality agreement stating that he/she agrees not to disclose any confidential information to a third party or use confidential information for his/her own benefit or the benefit of a third party.

Attachments: Consent to Background Investigation Form

Internship Consent for Drug Screening Test Form

CONSENT TO BACKGROUND INVESTIGATION

INTERNS AND VOLUNTEERS

As an _____ Intern or _____ Volunteer (*check one*) with Catawba County Department of _____, I understand that, for reasons of public accountability, background checks will be conducted, which may include but are not limited to, reference checks, criminal background check, sex offender registry check, driver's license check and/or drug screening. I hereby grant informed consent to Catawba County Department of Human Resources to conduct any or all of these checks as an investigation of my background.

Full Name: _____ Social Security Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Home Phone #: _____ Cell Phone #: _____

Date of Birth: _____ Race: _____ Gender: _____

Will a driving record check be required? Yes _____ No _____

If so, state Driver's License Number and State of Issuance: _____

For use in the criminal background check:

Please list all other names such as maiden name, prior married names that you may have been known as, or other spellings of your name you have used. **(Please Print)**

Please list any addresses where you have resided within the last five years. **(Please Print)**

Intern/Volunteer Signature

Date

Department Representative

Date

Authorized HR Representative

Date

**CATAWBA COUNTY
INTERNSHIP CONSENT FOR DRUG SCREENING TEST**

Intern's Name

Social Security Number

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Address

Phone Number

Internship Title

Intern Supervisor

Testing for: Drugs

Reason for Test: Pre-Internship

Drug Panel: Panel 5

I hereby authorize Catawba County, its employees and/or agents, to collect specimens for the purpose of analysis to determine the presence of drugs. Specimens subject to testing include, but are not limited to, urine, breath, hair, oral fluids, blood and nail. I also understand that Catawba County will only use a laboratory facility approved and certified by the U.S. Department of Health and Human Services.

A potential intern who has a positively confirmed test or refuses to be tested will no longer be considered. In addition, a positive test will render him/her ineligible for consideration for an internship for one year following the positive test. Interns for consideration do not have the right of appeal when an internship is denied because of positive test results or for refusal to be tested.

Interns have the right to discuss test results with the Medical Review Officer.

I hereby authorize disclosure of the drug test results by, between and among the testing laboratory, Medical Review Officer, Human Resources Director, or others with a need to know. I hereby release Catawba County, its employees and the agents and any other persons or entities involved in the collection, handling or testing of any such samples or specimens, from any and all claims or causes of actions resulting there from, except any such claims directly resulting from that person's or entity's own negligent act or omission.

Signature of Intern

Witness

Date of Signature

Date of Signature